INSERT MSA NAME HERE

**MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS**

[MSA NAME]

(the “MSA”)

**Held at [VENUE], [CITY], BC**

**[DAY OF THE WEEK] [MONTH] [DAY], [YEAR]**

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| --- | --- |
| **PRESENT:** |  |
|  |  |
| **Also in Attendance by invitation of the Board:** | |
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**1. Call the Meeting to Order**

The **Annual General Meeting** of the Members of the MSA was convened at [TIME] [AM/PM] by [NAME], [PRESIDENT/VICE-PRESIDENT/SECRETARY-TREASURER] of the MSA, who acted as Chair of the meeting. [NAME] stated that the notice of meeting had been sent on [DATE], declared quorum to be present andthe meeting to be properly called and constituted. [NAME] acted as Secretary of the Meeting.

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the Executive approve as presented the agenda for the meeting.

1. **Report of the Executives**

[NAME] presented a brief overview of the MSA’s engagement initiative describing its primary goals and the commitments and responsibilities under Memorandum of Understanding. [SHE/HE] described the activities undertaken in the past year. [TEXT]

[NAME]indicated that the working group members and the work to date are detailed in the Report of the Executive presented to the meeting. [TEXT]

With respect to lessons learned, [NAME] noted that [TEXT]

[NAME] set out the priorities for the year ahead which include continuing to build and strengthen relationships, [TEXT]

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the Report of the Executive be taken as read and accepted.

1. **Financial Statements**

[NAME] referred to the materials previously distributed and placed the financial statements before the meeting. [NAME], Secretary-Treasurer of the MSA, provided a brief overview of the financial condition of the MSA noting that of the committed funding, [FUNDING AMOUNT] have so far been allocated to physician-led initiatives and [FUNDING AMOUNT] have not yet been allocated.

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT** reading of the unaudited financial statements for the year end as at March 31, [YEAR] and the [NUMBER OF MONTHS] months ended [DATE], as presented be waived and that they be accepted.

1. **Ratification of Appointment of Executives**

[NAME] expressed her gratitude to [NAME] for [HIS/HER] service as executive and [POSITION] of the MSA. [HE/SHE] noted that pursuant to the Bylaws/Terms of Reference of the MSA, a minimum of three and a maximum of five executives may be appointed and that the individuals elected as officers of the Medical Services Staff Association, which election took place on [DATE], each of whom has consented in writing to act as an executive, are to be appointed as executives of the MSA for a concurrent term beginning on [DATE].

[NAME] asked if there were any nominations for executive from the floor. [TEXT].

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT:**

1. The election of [NAME] to the Board of Executives for a term beginning on [DATE] and expiring when [HIS/HER] successor is elected or appointed, be confirmed and ratified.
2. The election of [NAME] to the Board of Executives for a term beginning on [DATE] and expiring when [HIS/HER] successor is elected or appointed, be confirmed and ratified.
3. The election of [NAME] to the Board of Executives for a term beginning on [DATE] and expiring when [HIS/HER] successor is elected or appointed, be confirmed and ratified.

[NAME] welcomed [NAME] to the Board.

1. **Number of Executives**

There was a brief discussion regarding the number of executives required to be elected. [NAME] clarified that the Bylaws/Terms of Reference set the number executives at a minimum of three.

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the number of executives of the MSA be set at three (3).

1. **Approval of the Amendments to the Constitution and Bylaws of the MSA (PS ONLY)**

[NAME] referred to the next item on the agenda and provided some background on the amendments to the MSA’s Constitution and Bylaws presented for approval. ENTER ANY SIGNIFICANT COMMENTARY]

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT**:

The Special Resolutions of the members approving the amendments to the [MSA NAME] Constitution and Bylaws, be approved in substantially the form presented to the meeting and attached as Exhibit A to these minutes.

1. **Other Business**

[TEXT].

1. **Conclusion of Meeting**

There being no further business, **UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the meeting was concluded at [TIME] [AM/PM].

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| [NAME], Chair | [NAME], Secretary |